



APPLICATION FOR RENEWAL LICENSURE AS A KENTUCKY HOME INSPECTOR

FOR OFFICE USE ONLY	
LICENSE FEE:	
DATE FEE PAID:	
RECEIPT NUMBER ISSUED:	
DATE LICENSE ISSUED:	
LICENSE OBTAINED BY:	

PLEASE ATTACH ONE
CURRENT PASSPORT
QUALITY COLOR
PHOTOGRAPH HERE

(See Instructions)

ALL INFORMATION ON THIS FORM MUST BE TYPED OR CLEARLY PRINTED

APPLICANT INFORMATION				
Name (last, first, middle, maiden or previous)		Business/Company Name if applicable		
Current Address (number, street or rural route -- cannot be a post office box or mail drop)				
City	County	State	Zip Code	
Permanent Address (IF DIFFERENT FROM ADDRESS ABOVE)				
City	County	State	Zip Code	
Work Telephone No. (include area code)		Home Telephone No. (include area code)		Cell Telephone No. (include area code)
E-mail Address	Date of Birth (month, day, year)	Social Security Number		Current License Number
NOTE: AS PART OF THE APPLICATION PROCESS, APPLICANT MUST SUBMIT A COPY OF A STATE-WIDE BACKGROUND CHECK PREPARED BY A STATEWIDE REPORTING AGENCY.				

CONTINUING EDUCATION COURSE INFORMATION
Have you completed the required continuing education requirements? ____Yes ____No
-- 3 hours of manufactured housing -- 3 hours of Kentucky laws and regulations -- 6 hours of standards of practice
APPLICANTS MUST ATTACH ORIGINALS OR COPIES OF THEIR CERTIFICATE OF CONTINUING EDUCATION COURSE COMPLETION.
Note: Continuing education courses only qualify if they have been approved by the Kentucky Board of Home Inspectors.

NOTE: APPLICANTS MUST ATTACH AN ORIGINAL OR COPY OF THEIR CERTIFICATE OF INSURANCE

Name of Insurance Provider:

Telephone Number of Insurance Provider:

Insurance Policy Number:

OTHER STATE LICENSURE / CERTIFICATION / REGISTRATION / PERMIT

Do you now hold, or have you ever held, a license / certificate / registration / permit to practice or perform any regulated profession by a state or local licensing board?

☐ Yes ☐ No (If yes, list all state or local licenses below, including Kentucky in which you have held license/certification /registration /permit to practice any state or local regulated profession.)

Type of License / Certificate / Registration / Permit	State/Local	License Number	Date Issued	Status
1.				
2.				
3.				
4.				
5.				

Please check the following and if your answer is yes, provide complete details below (attach additional sheets if necessary):Has disciplinary action ever been taken regarding any license, registration, certificate, or permit that you hold or have held? ☐ Yes ☐ No

If your answer is "yes" to any of the following, explain fully in a signed statement, including all related details such as the violation, date and disposition. Letters from attorneys are not accepted in lieu of your statement. Falsification of any of the following is grounds for denial or revocation of a license issued pursuant to this application.

1. Have you ever been convicted of, plead guilty or entered an Alford plea or plea of nolo contendere to any misdemeanor or felony?

☐ Yes ☐ No

2. Are you currently, or have you ever been, listed on a national or state registry of sex offenders?

☐ Yes ☐ No**STANDARDS OF PRACTICE**

I will use the most current edition of the selected standard of practice to perform home inspections until such time as the Kentucky Board of Home Inspectors adopts their own standard. Check ONLY one of the following:

- ☐ American Association of Home Inspectors (ASHI)
- ☐ National Association of Home Inspectors (NAHI)
- ☐ National Association of Certified Home Inspectors (NACHI)

APPLICANT AFFIRMATION

_____(Initial) I am not in default of any student loans backed by the KHEAA (Kentucky Higher Education Assistance Authority). I understand that if I am in default of any student loans backed by the KHEAA, I cannot receive a Kentucky Home Inspector License at this time.

I hereby swear or affirm, under the penalties of perjury, that the statements made in this application are true, complete and correct. That all required documentation is attached. I further authorize the Kentucky Board of Home Inspectors to investigate and confirm the information submitted in this application.

Signature of Applicant

Date Signed (month, day, year)

Method of Payment: My **non-refundable** application fee (see instructions) is enclosed. I have paid by (check one):

___ Check (personal, certified or cashiers) made payable to “Kentucky State Treasurer”; or

___ Credit Card

Name of Issuer: _____

Card Number: _____

Expiration Date: _____

Zip Code where billing statement is sent: _____

If paying by credit card, I hereby authorize payment from this account:

Signature of Applicant

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR RENEWAL LICENSURE
AS A KENTUCKY HOME INSPECTOR

Note: All information on the application must be typed or printed clearly.

I. Passport Quality Color Photograph—

- a) Must be a color photograph (*we cannot scan black and white pictures*)
- b) Should be 2” x 2”
- c) Passport photos can usually be obtained at your local post office; many photo processing locations also offer this service

II. Address Information -- You must provide a current, physical street address. P.O. BOXES WILL NOT BE ACCEPTED.

III. Background Check -- As part of the renewal application process, each applicant must submit a copy of a background check performed by an agency that conducts state-wide record checks. In Kentucky, that will be the KENTUCKY STATE POLICE.

IV. Renewal Period and Fees – By statute, renewal licenses expire on the last day of the licensee’s birth month of each **even numbered** year. Depending upon when you renew your license, the renewal license could be valid for one year or two years. The fee for renewal is \$250 per year.

Examples –

(a) You were originally licensed on July 1, 2006, and your birthday is in March. Your initial license will expire on March 31, 2007. When you renew your license in March, 2007, the renewal license will expire on March 31, 2008. Accordingly, your renewal license is valid for one year, and you would pay a \$250 renewal fee when you renew in March, 2007. For subsequent renewals, your renewal license will be valid for two years, and the renewal fee will be \$500.

(b) You were originally licensed in January, 2007 and your birthday is in November. Your initial license will expire on November 30, 2008. When you renew your license in November, 2008, the renewal license will expire on November 30, 2010. Accordingly, your renewal license is valid for two years, and the renewal fee will be \$500. For subsequent renewals, your license will be valid for two years, and the renewal fee will be \$500.

V. Continuing Education Course Information –.

(a) When Applicable --

(1) **Licensed Under The Alternative Licensing (“Grandfathering”) Provisions.** If you were licensed under the grandfathering provisions, before your first renewal, you are required to complete at least three (3) hours of continuing education in manufactured housing, six (6) hours of continuing education in Kentucky laws and regulations, and six (6) hours of continuing education in

the applicable standards of practice. After the initial renewal, the regular continuing education requirements will apply (see part (c) below).

(2) **Licensed Under The Other Application Provisions** – If you were licensed under the standard application provisions (that is, you passed an approved pre-licensing course and passed an approved exam) or were licensed through the non-resident or reciprocity provisions, then the continuing education requirements only apply if you will have been licensed for at least twelve months at renewal.

Examples --

(i) You were initially licensed on July 1, 2006 under the alternative licensing (“grandfathering”) provisions and your birthday is in March. Your initial license will expire on March 31, 2007, and you will have to apply for renewal by March, 2007. Because you have been licensed under the grandfathering provisions and have not yet had any courses related to manufactured housing, Kentucky laws and regulations, and the standards of practice, you will have to complete the continuing education requirements described above in part (a)(1) before your March, 2007 renewal. Thereafter, you will be subject to the same continuing education requirements established for all licensees.

(ii) You were initially licensed on July 1, 2006 under the standard licensing provisions and your birthday is in March. Your initial license will expire on March 31, 2007, and you will have to apply for renewal by March, 2007. Because you have not yet been licensed for a full twelve months, the continuing education requirements will not have to be met prior to your first renewal. For each renewal thereafter, the continuing education requirements will have to be met.

(iii) You were initially licensed on January 1, 2007, and your birthday is in November. Your initial license will expire on November 30, 2008, and you will have to apply for renewal by November, 2008. Because you will have been licensed for more than twelve months at the time of renewal, the continuing education requirements will have to be met prior to renewal.

(b) **Proof of Completion** -- You must supply the original or copy of a certificate of course completion.

(c) **Required Courses** – Except for those individuals licensed under the “grandfathering” provisions that must complete the requirements described in part (a)(1) above before their initial license renewal, each licensee must have a minimum of fourteen (14) continuing education hours per license year prior to renewal. In addition, a minimum of three (3) hours in manufactured housing, three (3) hours in Kentucky laws and regulations, and six (6) hours of applicable standards of practice continuing education is required prior to renewal. **Note:** only courses approved by the Kentucky Board of Home Inspectors will qualify as satisfying these requirements.

VI. Certificate of Insurance – You must submit an original or copy of a certificate of insurance that meets the following requirements:

- a) Is issued by an insurance company or other legal entity authorized to do business in Kentucky;
- b) Provides for general liability coverage of at least \$250,000;
- c) Lists the Kentucky Board of Home Inspectors as the certificate holder; and

- d) Provides cancellation or non-renewal of the policy is not effective until the Kentucky Board of Home Inspectors receives at least 10 days prior written notice of the cancellation or non-renewal

VII. Other State Licenses/Certification/Registration/Permits—Examples of such items include electrician, HVAC, plumber licenses.

VIII. Payment—Please remit your check or money order for the appropriate renewal fee (either \$250 or \$500, see instructions in Paragraph V above) made payable to “KENTUCKY STATE TREASURER”. **This renewal fee is non-refundable.** You may also pay by credit card by providing the following information and signing the authorization:

Card Name: _____

Card Number: _____

Expiration Date: _____

Zip Code where billing information is sent: _____

DO NOT FORGET TO SIGN AND DATE YOUR COMPLETED APPLICATION.